

## **Appendix T**

### **Inventory Procedure**

#### **Fixed Gauge Audit Checklist**

Semiannual inventories are required to account for the sealed sources contained in fixed gauges possessed under a radioactive materials license. To ensure accountability of radioactive material, the procedure described below will be followed.

##### **Physical Inspection**

Every 6 months the general condition of each gauge will be evaluated to determine if any damage to the source housing or shielding has occurred. The inspection will also verify that all of the identification and warning labels remain attached.

If the inspection reveals missing labels or apparent damage, the device will be removed from service until the problem can be corrected. Any apparent damage to the gauge will be reported to the Radiation Safety Officer immediately. If excessive radiation levels are discovered, notify the Nebraska Health and Human Services Regulation and Licensure, Radioactive Materials Program.

##### **Inventory Records**

A semiannual inventory record will be retained for 3 years from the date of the inventory. The attached inventory form (or equivalent) will be used. Relevant inventory information includes:

- Device Manufacturer, Model Number and Serial Number
- Source Manufacturer, Model Number and Serial Number
- Source Activity
- Location
- Condition
- Date of Inventory
- Signature of the Radiation Safety Officer (or designee)



## INVENTORY OF RADIOACTIVE SEALED SOURCES & DEVICES

**Company:** \_\_\_\_\_ **License No.** \_\_\_\_\_

**Date of Inventory:** \_\_\_\_\_ **Radiation Safety Officer (or designee) Signature:** \_\_\_\_\_

[illegible]

**Notes:** (1) Listing "In Storage" under the CONDITION column identifies a source held in secured storage with no use anticipated prior to transfer/disposal.  
(2) GL = General Licensed; SL = Specific Licensed

